



LANE TRANSIT DISTRICT BOARD OF DIRECTORS STRATEGIC PLANNING COMMITTEE

Tuesday, June 28, 2022
5:30 – 7:30 p.m.

VIRTUAL MEETING

Zoom details for viewing and public participation provided on the web calendar at www.LTD.org.

Watch live (viewing only no participation) on channel 21 or via link: <https://metrotv.ompnetwork.org/>

AGENDA

	ITEM	Time	Page
I.	CALL TO ORDER	5:30 p.m.	
II.	ROLL CALL <input type="checkbox"/> Alma Hesus (Chair) <input type="checkbox"/> Martin Gaiter (Vice Chair) <input type="checkbox"/> Marianne Nolte <input type="checkbox"/> Vacant (ODOT) <input type="checkbox"/> Mike Eyster <input type="checkbox"/> Amy Cabbage <input type="checkbox"/> Greg Evans (Councilor) <input type="checkbox"/> Leonard Stoehr (Councilor) <input type="checkbox"/> Vacant (Commissioner) <input type="checkbox"/> Gerry Gaydos <input type="checkbox"/> Phillip Shimhue <input type="checkbox"/> Leah Rausch <input type="checkbox"/> Vacant <input type="checkbox"/> Pete Knox (Board Member) <input type="checkbox"/> Susan Cox (Board Member)		
III.	PRELIMINARY REMARKS FROM THE CHAIR		
IV.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA <i>This agenda item provides a formal opportunity for the Chair to announce additions to the agenda, and for Committee members to make announcements.</i>		
V.	AUDIENCE PARTICIPATION	5:35 p.m.	
	<u>Public Comment Note:</u> <i>This part of the agenda is reserved for members of the public to address the Committee on any issue.</i> <u>Please note the following instructions:</u>		
	<ol style="list-style-type: none"> 1. To indicate that you would like to provide testimony, please use the raise your hand button. 2. For those attending via phone only, press *9 on your phone to raise your hand. 3. When it is your time to speak, your name will be called. <ul style="list-style-type: none"> o For those attending via phone only, the last four (4) digits of your phone number will be called. 4. Please state your name, city of residence, and who you are representing for the audio record. 5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided. 6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org. 7. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up. 		
VI.	ITEMS FOR ACTION AT THIS MEETING - None		
VII.	ITEMS FOR BOARD RECOMMENDATION - None		
VIII.	ITEMS FOR INFORMATION AT THIS MEETING		

ITEM	Time	Page
A. GM RECRUITMENT UPDATE: <i>No Materials Provided</i> [Mark Johnson] Action Needed: None. Information Only	5:45 p.m.	
B. STRATEGIC BUSINESS PLAN QUARTERLY UPDATE: <i>Materials Included</i> [Collina Beard] Action Needed: None. Information Only	5:55 p.m.	2
C. COMMITTEE PURPOSE & SCHEDULE: <i>Materials Included</i> [Committee Chair] Action Needed: Discussion	6:10 p.m.	3
IX. WRITTEN REPORTS AND UPDATES - None		
X. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action, recommendation, or information items that will be included on the agenda for future meetings.</i>	7:25 p.m.	
XI. ADJOURNMENT	7:30 p.m.	

To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



AGENDA ITEM SUMMARY

DATE OF MEETING: June 28, 2022
ITEM TITLE: STRATEGIC BUSINESS PLAN QUARTERLY UPDATE
PREPARED BY: Collina Beard, Strategic Business Plan Champion
DIRECTOR: Mark Johnson, Interim General Manager
ACTION REQUESTED: Information and Discussion

PURPOSE: To provide progress update on the fiscal year 2022-2024 Strategic Business Plan (SBP) for fiscal year 2022 Quarter 3 (January 1 – March 31, 2022).

COMMITTEE COMMUNICATION:

- July 20, 2021: Strategic Business Plan development process
- September 28, 2021: FY22-24 Strategic Business Plan rollout
- March 29, 2022: Provided an update on the SBP rollout plan upon the Board's July 2021 adoption

PUBLIC COMMUNICATION:

- October 20, 2021: Provided an update on the SBP rollout plan upon the Board's July 2021 adoption
- February 16, 2022: Provided Quarterly Update for period 2 (October 1 – December 31, 2021)

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value.

DESCRIPTION: The FY22-24 Strategic Business Plan guides the direction for Lane Transit District. The SBP includes five strategic areas of focus or success outcomes that the District strives to achieve in the next three years. Each element of the plan is purposefully aligned so that there is clarity around how work activities (tactics) and performance metrics impact these overall strategic outcomes.

BACKGROUND: The Board of Directors adopted LTD's first-ever Strategic Business Plan in July 2021. Implementation of the Plan began in October 2021 (FY22 Q2) and will span into June 2024. Since the last staff update in March 2022, staff have continued implementing the tactics and monitoring the District's performance metrics as adopted in the SBP. This quarterly report provides an update to ensure that LTD is on our way to achieving success outcomes in the five strategic areas of focus.

A presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide the Q4 SBP Progress Report at the September 28 Strategic Planning Committee.

SUPPORTING DOCUMENTATION:

- 1) Presentation Deck: Strategic Business Plan FY22 Q3 Update

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: June 28, 2022

ITEM TITLE: SPC PURPOSE AND SCHEDULE DISCUSSION

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Committee Discussion

PURPOSE: Provide reason the Committee needs to address this matter discuss committee purpose and determine appropriate meeting schedule.

COMMITTEE COMMUNICATION: N/A.

PUBLIC COMMUNICATION: N/A.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value

DESCRIPTION: Intent of this item is to facilitate the committee's discussion on it's purpose and based on that, discuss the frequency and scheduling of its meetings.

BACKGROUND: In 2016, the board rechartered the EMX Steering Committee as the Strategic Planning Committee. At that time, the committee met monthly. Below is the language from the SPC bylaws as adopted by the Board of Directors:

"As established in LTD Board of Directors Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee, the Committee provides the LTD Board of Directors with *independent* advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

The purpose in establishing this Committee is to provide the LTD Board of Directors with advice focused on *strategic* issues distinct from advice provided on finance, budget, accessible services, human resources, pension trust, and services by other existing LTD committees."

CONSIDERATIONS: The committee can discuss the general-purpose statement adopted by the board in the context of ongoing and upcoming District projects. These projects would include:

- next steps for Moving Ahead
- the district's next Comprehensive Operations Analysis
- ongoing work on the Strategic Business Plan
- updating the Long-Range Transit Plan
- LTD's Mobility Management Strategy (in development)
- upcoming STIF plan development

Based on this discussion, the committee can take the following actions:

- discuss membership and other elements related to the committee's work
- discuss/develop the committee's work plan for the next 12 months
- determine an appropriate meeting frequency that meets the board's purpose for establishing the committee

ALTERNATIVES: Based on the committee's discussion, a meeting cadence can be developed to meet the needs of the committee. Options could include:

- continuing to meet quarterly,
- meeting monthly, or
- meeting bimonthly.

NEXT STEPS: based on the committee's discussion, changes might be identified regarding the committee's meeting schedule, membership, and workplan priorities.

SUPPORTING DOCUMENTATION:

- 1) LTD Board of Directors Resolution No. 2016-12-12-041
- 2) Materials from SPC's February 2017 brainstorm of strategic future drivers

PROPOSED MOTION: N/A